



# UPCOMING OPPORTUNITIES TO LEARN ABOUT CRISIS PLANNING FOR SCHOOLS



## WHAT IS IT?

The U.S. Department of Education's Office of Safe and Drug-free Schools is offering two 1.5 day trainings to provide schools and school districts with information and resources on crisis planning. The Crisis Planning for Schools trainings serve two primary functions: 1) they will provide an opportunity for school personnel to receive critical training in crisis planning, and 2) they will provide the Department of Education an opportunity to solicit feedback from schools regarding the key training elements presented and possible enhancements for future training sessions. Emphasis for the Crisis Planning for Schools trainings will be placed on crisis plan development within the framework of the four phases of crisis planning: prevention/mitigation, preparedness, response, and recovery.

## WHO IS ELIGIBLE TO ATTEND?

Local Educational Agencies (LEAs) or nonpublic schools in need of developing or improving a crisis plan are eligible to attend. These trainings are only open to school-based staff and administrators and are reserved for those personnel who play an integral role in ensuring the safety of the students in their school or district. Participants will be required to submit documentation confirming their employment with an LEA, independent or private school. Only those who are able to commit to attending the entire training will be eligible to participate.

## WHEN AND WHERE IS IT?

- April 26-28, 2006      Denver, Colorado  
*On-site registration begins on the evening of Wednesday, April 26th.*
- May 15-17, 2006      Pittsburgh, Pennsylvania  
*On-site registration begins on the evening of Monday, May 15th.*

## WILL THERE BE ASSISTANCE FOR ATTENDEES TO DEFER TRAVEL AND LODGING COSTS?

Yes, 110 non-local attendees per training will receive up to two nights lodging at the meeting hotel. Additionally, a limited number of scholarships are available to defray travel costs. Lodging and scholarships will be made available through a combination of demonstrated need and first-come/first-served.

## WHAT IS EXPECTED OF PARTICIPANTS?

The U.S. Department of Education expects that all participants will:

- Commit to attending the entire training event (1.5 days total)
- Complete requested evaluation forms to provide feedback to the Department on how to strengthen these training opportunities in the future
- Use the knowledge they gain at the trainings to enhance their own school or school district crisis planning efforts

## HOW DO I SIGN UP?

Registration for both trainings begins on March 10, 2006. To register for one of the trainings, obtain a scholarship application or read additional information, visit <http://www.ercm.org> or contact the Emergency Response and Crisis Management Technical Assistance Center at [info@ercm.org](mailto:info@ercm.org) or 1.888.991.3726. Registration is limited to 125 attendees.

Initially, attendance will be limited to one representative per LEA or nonpublic school. Additional participants from the same LEA will be added to a wait list. Once the registration deadline has passed, and provided the meeting has not reached capacity, wait list attendees will be invited to attend the meeting on a first-come, first-served basis. To register for the wait list, please email: [info@ercm.org](mailto:info@ercm.org).

Please pass this information along to others who may be interested and  
would benefit from this training opportunity.